SECTION 8

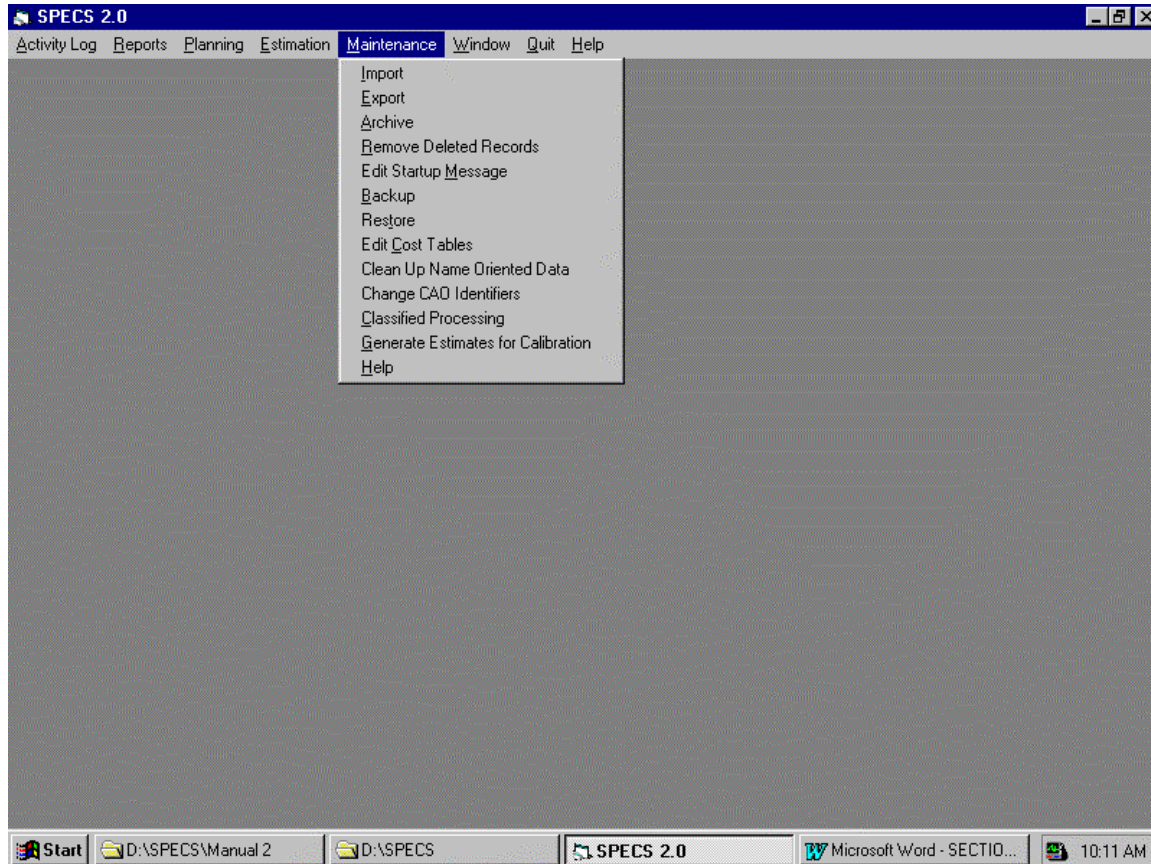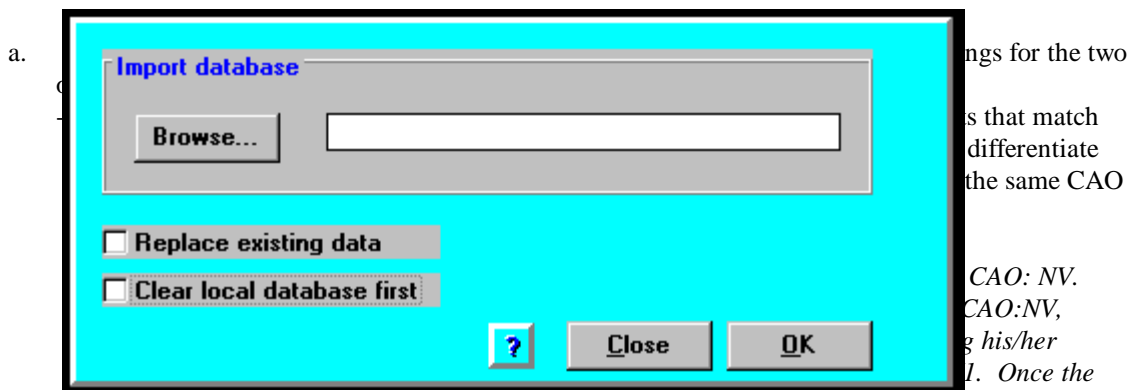**MAINTENANCE**

8.1 Introduction: The Maintenance items are found on the top line menu as the fifth item from the left:

We will discuss the functions in order: Import, Export, Archive, Remove Deleted Records, Edit Startup Message, Backup, Restore, Edit Cost Tables, Clean Up Name Oriented Data, Change CAO Identifiers, Change Password, Classified Processing, Generate Estimates for Calibration and Help.

8.2 Import: The Import Screen as shown below designed to import SPECS Database files. To import a SPECS database file, that file must be in SPECS exported format, and you must know the name and location of the file. Use the "Browse" button to locate the desired exported files. SPECS Exports are always Microsoft Database Access with extension *.MDB

a.   ngs for the two

                                                                          s that match
                                                                          differentiate
                                                                          the same CAO

                                                                          CAO: NV.
                                                                          CAO:NV,
                                                                          g his/her
                                                                          l. Once the

_files of these two software professionals are merged, both sets of data will be available due to
the differing contract code. For a third person ' a /2' format would be used and so on._

-        " Clear Local Database" button will <u>completely clear</u> the SPECS data from the
machine before starting the import. This is used to start building a roll up of data for a
monthly reporting. After the first set of data is in the clean table, the button is unchecked, so
that the remaining data can be appended to it.

a.   Once these buttons have been set, proceed with the import by clicking Ok. You will get a notice
when the function is finished. You may then browse or cycle to another file and repeat the process
for additional imports, or click close to cancel. The merged files will be the SPECS defaulted
database "SPECSDBF.MDB" and "SPECSDBF.LDB".

8.3 Export: The Export Screen, as shown below, is accessed from the top line Maintenance Menu under
Export.   This function allows the data contained in your existing SPECS database(s) to be exported to
another SPECS Database file. This output of this function is the input for the Import function as described
above.
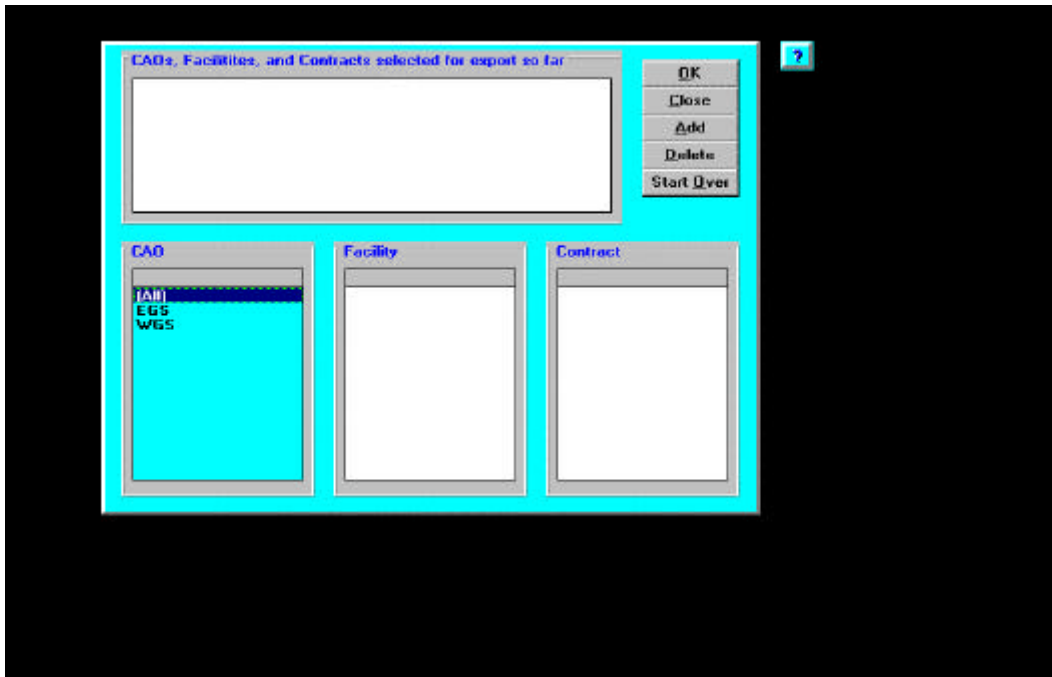
a.   Click on " Export" selection, and the above screen will appear. Only those specific items
selected will be in the Export's output file. Click on the specific CAO, then click on the Facility,
then the Contract and finally press on the "Add" button. This will add the selected records to the
list in the top window for exporting. Alternately, you may select (All) on any column and get
everything listed. To select only a portion of a given set of contracts, you must select the ones you
desire, and click on " Add" to add it to the list. When satisfied with the selection(s), click on the
"OK" and the export database will be built for you. You will be given a chance to name it. At the
completion of the export function, a message with the location of the exported files will be
displayed on screen.

b.   SPECS Monthly Roll-up files: The following steps must be followed, when reporting the
monthly SPECS data to your perspective District:
-        The CAO SPECS POC must merge all the software professionals of that CAO.

- Clean the deleted records by running the maintenance deleted function.
- Export the merged SPECS file.
- Use the "xx_mmmyy" format, where "xx" is the CAO code, "mmm" month, and "yy"is the two-digit year.
- Zipped the two exported files "xx_mmmyy.dbf" and the "xx_mmmyy.ldb" using the DCMC available Zip utility PKZIP ver 2.04g. Remember to use the password assigned by your district. You may contact your District Software POC, or the Software Center to obtain the password.
- Place the zipped files on the "160.147.213.30" server under "/SPECS/xxxdata" (xxx for East, West or International district)

8.4 Archive: Select Archive to create an archival copy of the completed contract data in the SPECS database. This function copies all Basic Contract Information records which show contract complete (as well as their associated Activity Log records) to a SPECS Microsoft Access database file. The file may then be imported into another SPECS database or another tool of the user's choice.

   m.   To archive, select "Archive" from the Maintenance pick list. A dialog box appears, and clicking on "OK" will create the archive. Data will not be removed from the main SPECS database unless the Remove Archived Records box is checked. Only those BCI records marked "Contract Complete = Y" will be archived. If there is no contract marked completed, an error message will be displayed. Click "OK" and proceed. There will be archived files stored.

8.5 Remove Deleted Records: Select Remove Deleted Records to physically remove all records that are currently marked for deletion from the SPECS database files**. NOTE: Once the records have been removed, they cannot be recovered.** For this reason, it is recommended that you back up the database before this function. After the records have been removed, all indexes are rebuilt.

   a.   Click on "Remove Deleted Records". When the "Process Complete" window is displayed, click on "OK".

8.6 Edit Startup Message: This function creates/edits the StartUp message. The text of the message is in a file START-UP.MSG, a standard ASCII text file which reside in the SPECS home directory. If the file START-UP.MSG contains data, the text is displayed whenever a SPECS session is started. If the file is empty or cannot be found, no message will be displayed.

   m.   Click on "Edit Start Up Message". When the editing window comes up, you may create or edit the existing text. Then save the message by clicking on "Save". To exit, click on "Close".

8.7 Backup: This function makes a copy of the SPECS database as "specsbk#.mdb and specsbk#.ldb" files. These files reside in the SPECS home directory. SPECS will allow 3 sets of backup files, specksbk1, specsbk2 and specsbk3. The most recent backup is 1, with 2 being the next oldest and 3 the oldest. After 3 are created the next backup copies newest file will replace specsbk1, old specsbk1 replace specsbk2, and old specsbk2 replace specsbk3.

   m.   Select "Backup Database". When the "Process Complete" window is displayed, click on "OK".

8.8 Restore: This function restores any of your choice of the three backup database files specsbkx.mdb and specsbkx.ldb, by overwriting the specsdbf.mdb and specsdbf.ldb. This makes that backup file the current set of active records. You may select and copy any of the three backups available into the active files.

a.   Select "Restore". When the Restore screen appears, select the desired Back-up file to restore by clicking on the button. Then click on "OK". When the "Backup Restored" window is displayed, click on "OK".

8.9 Edit Cost Tables: This function is password protected and is reserved for program maintenance functions.

8.10 Clean Up Name Oriented Data: This new function allows names to be similar across both the BCI Cognizant SSP and the Activity Log Reviewer Name.

    m.   Select "Clean Up Name Oriented Data" from the Maintenance menu. Once the screen comes up, there will be a list of all names currently found in the system.
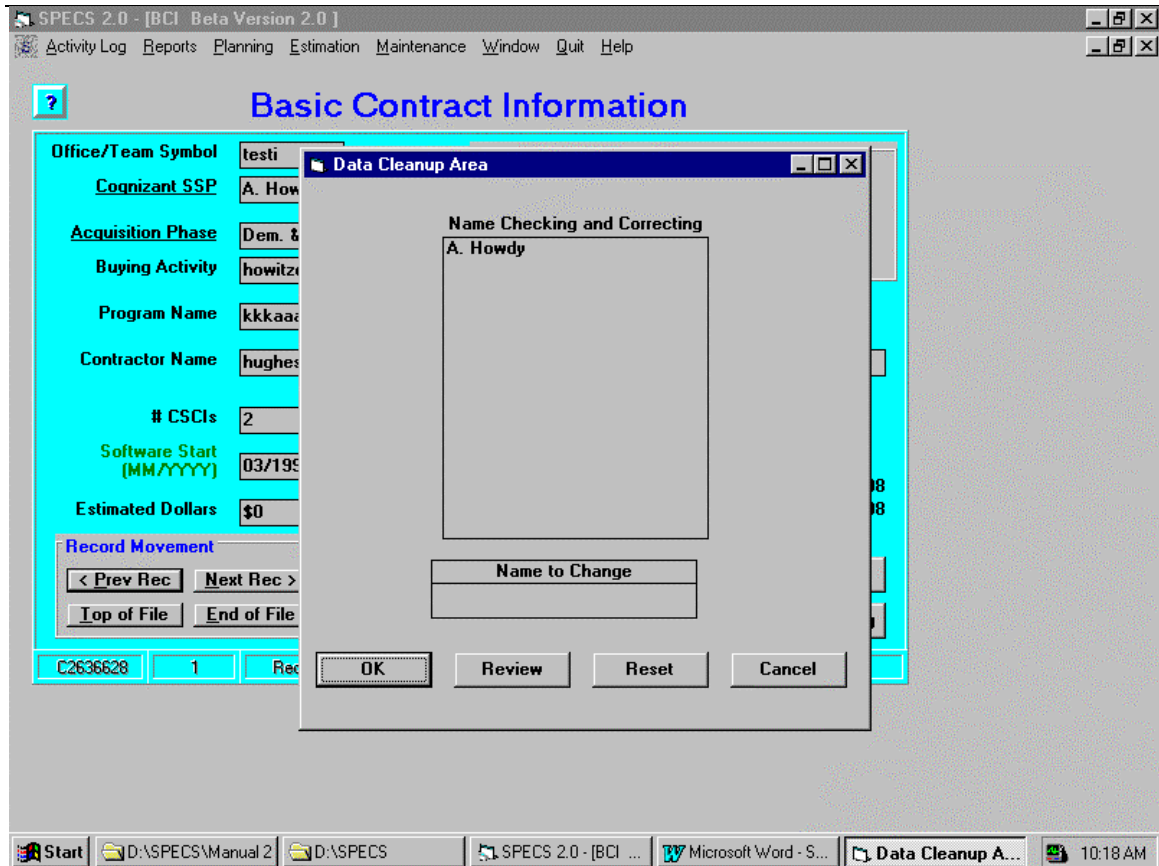
a.   Click on "Review" and pick the name that needs to be edited. An edit box will come up and allow you to edit the name to the correct format. When you are done editing the name click "OK". SPECS expects all names standardized to First Initial, Period, Last Name. (*Example: D. Fox*) .
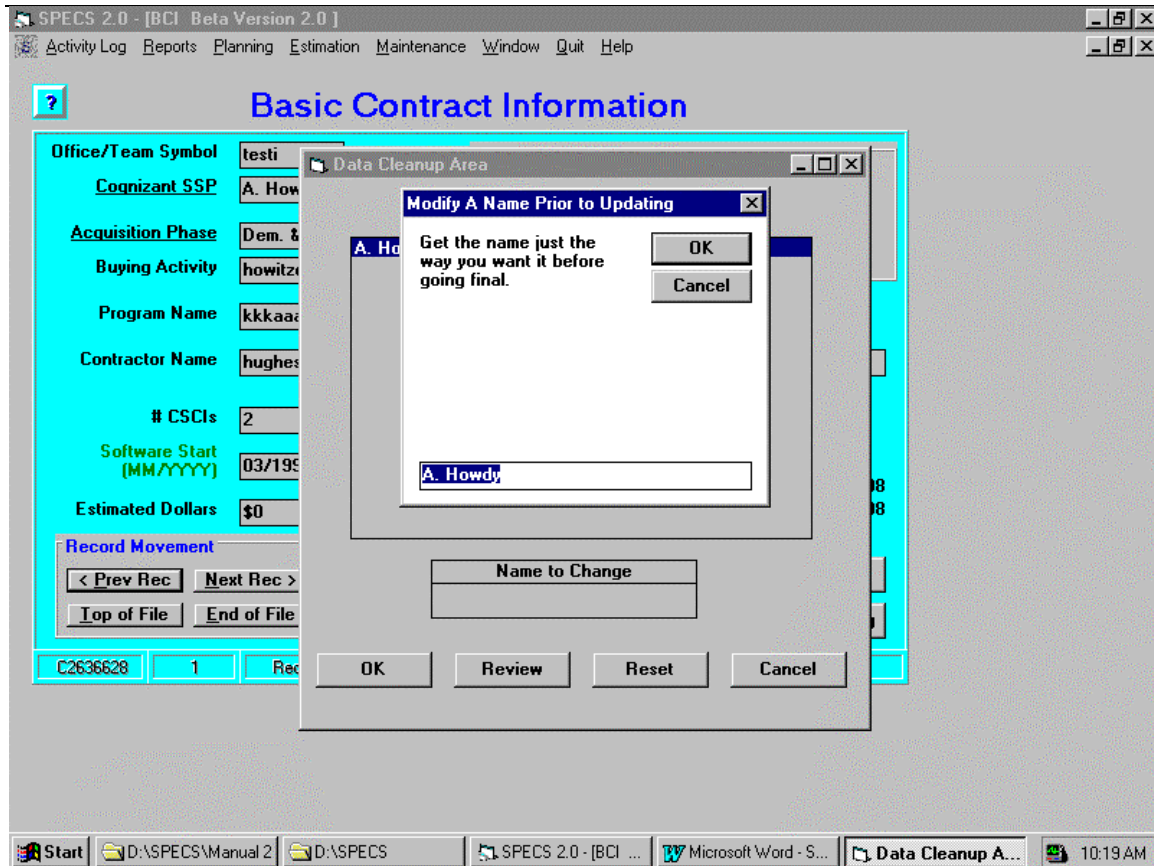
b. After SPECS returns to the "Revision Screen (Data Clean-Up Area)", select "OK" (the name to change still shows the old name – this is OK). Reselect the "Clean-Up Name Oriented Data Selection" under the Maintenance Menu. When the name list comes up, the revised name will be there. Now you may proceed with the change.

IF YOU MAKE A MISTAKE, HIT RESET IMMEDIATELY OR YOU WILL CORRUPT YOUR DATA

c. Continue with this process until all similar names have been identified and the list is down to only the properly formatted names. In the case of two persons with the same First Initial and Last name, add the Middle initial for the second person to differentiate them.

8.11 Change CAO Identifiers: This function is for adjusting the CAO code. It retains the two-character code with provision for East, West, International and Other. This process will usually be run for renaming an existing CAO due to reorganization.
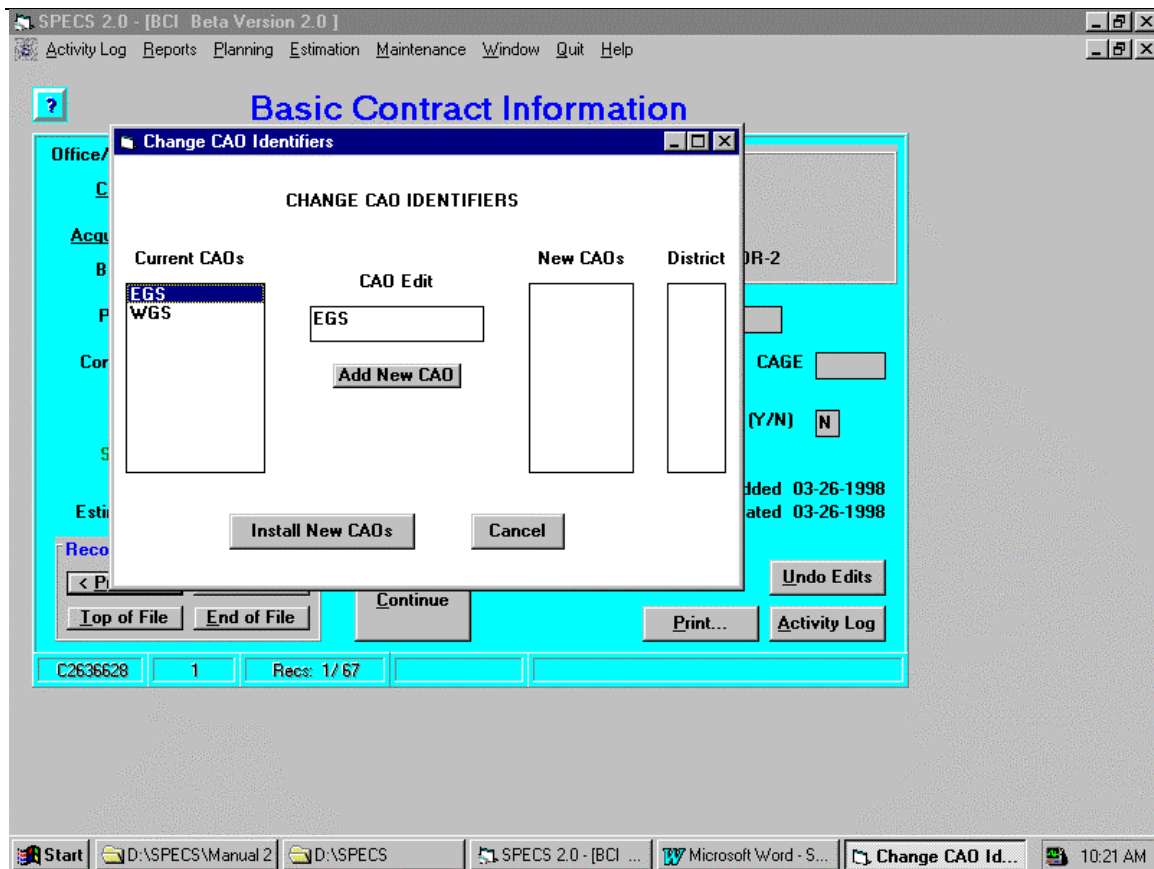
a.   From the Maintenance menu item, select "Change CAO Identifiers". The screen above appears, with all CAO showing. Select each CAO, and edit it as needed. Only two character Organization codes are permitted. (e.g.: GS). Then select "Add New CAO". This will bring up a pick list for East, West, International and Other. Select from this list and it will show the character in the left most column. Repeat for all CAO displayed. If one CAO needs no change, just click on the name and while it is in the center area click on it again. Then answer "No" to the do you want to change prompt. Once all of the information is correct, click on the "Install New CAOs" button, which will write the new data to the table for the revised codes.

8.12 Classified Processing: Instructions for this function are contained in an Appendix that will be made available only to those users requiring this protection.

8.13 Generate Estimates for Calibration: This function will typically be used to provide global calibration data. It can take up to an hour to run for a large database, and is not recommended for the field user. The output is an Access database containing elements needed to perform calibration of the model.

8.14 Help: This function will bring up help screen specific to this menu column.